

STANDARD AGREEMENT AMENDMENT

STD. 213A (Rev 06/03)

AGREEMENT NUMBER 24554	AMENDMENT NUMBER 3
REGISTRATION NUMBER	

 CHECK HERE IF ADDITIONAL PAGES ARE ATTACHED _____ Pages

- This Agreement is entered into between the State Agency and the Contractor named below:
STATE AGENCY'S NAME
Department of Rehabilitation
CONTRACTOR'S NAME
County of San Mateo, Human Services Agency, Vocational Rehabilitation Services
- The term of this Agreement is: **July 1, 2004 -Through- June 30, 2007**
- The maximum amount of this Agreement is: **\$ 817,322.00** F.Y. 2006/2007 - **\$285,138.00** County Cash Match: **\$88,718.00**
- The parties mutually agree to this amendment as follows. All actions noted below are by this reference made a part of the Agreement and incorporated herein:

The following goals for the 2006/2007 Fiscal Year are hereby added to Exhibit A, Scope of Work: Total unduplicated clients - 90; Applicants - 90; IPE's Developed - 60 and Successful Closures - 38.

Program Budget Summary, DOR Program Budget, Service Budget (801A), Service Budget Narrative and Exhibit E, are hereby added to this agreement for the 2006/2007 Fiscal Year.

The maximum amount payable under this agreement is changed from \$532,184.00 to \$817,322.00.

This amendment is effective July 1, 2006.

All other terms and conditions shall remain the same.

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

CONTRACTOR
CALIFORNIA
Department of General
Services
 Use Only

CONTRACTOR'S NAME (If other than an individual, state whether a corporation, partnership, etc.)

County of San Mateo, Human Services Agency, Vocational Rehabilitation Services

BY (Authorized Signature)

DATE SIGNED (Do not type)



PRINTED NAME AND TITLE OF PERSON SIGNING

Jerry Hill, President, Board of Supervisors

ADDRESS

550 Quarry Road, San Carlos, CA 94070
STATE OF CALIFORNIA

AGENCY NAME

Department of Rehabilitation

BY (Authorized Signature)

DATE SIGNED (Do not type)



PRINTED NAME AND TITLE OF PERSON SIGNING

Douglas J. Sale, Chief, Contracts & Procurement Section

ADDRESS

2000 Evergreen Street, Sacramento, CA 95815-3832
 Exempt Per _____

**County of San Mateo, Human Services Agency, Vocational
Rehabilitation Services**

Attachment I

Program Budget Summary

Fiscal Year 2006/07

July 1, 2006 - June 30, 2007

TOTALS

DOR PROGRAM COSTS
(From DOR Program Budget)

\$131,377

TOTAL PAYMENT BY DOR TO CA
(From Service Budget)

\$285,138

TOTAL PROGRAM COST

\$416,515

Cooperative Agency Share
(Cash Match)

21.30%

\$88,718

Total DOR Share

78.70%

\$327,797

TOTAL BUDGET

\$416,515

Cooperative agency cash expenditure must be from non-Federal funds. Cash expenditure must equal at least 21.3% of the total program budget. Source of funds: State realignment funds.

**County of San Mateo, Human Services Agency, Vocational
Rehabilitation Services**

DOR Program Budget

Fiscal Year 2006/07

July 1, 2006 - June 30, 2007

1.00

FTE Counselor Units

DEPARTMENT OF REHABILITATION SERVICES

<u>ITEM</u>	<u>FTE EXPENDITURE</u>	<u>FTE</u>	<u>TOTAL</u>
Rehabilitation Counselor	1 FTE = \$101,377	1.00	\$101,377
Case Services (Individual Client Expenses)			\$30,000
 SUBTOTAL			\$131,377
 Case Service Contract/s to:			
_____			\$0
_____			\$0
_____			\$0
_____			\$0
_____			\$0
 TOTAL DOR PROGRAM COST			\$131,377

Original

Amendment

Revision

Contract Number: **24554** Federal ID Number: **ID-94-6000532**

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Contractor Name and Address:
 County of San Mateo Human Services Agency
 Vocational Rehabilitation Services
 550 Quarry Road
 San Carlos, CA 94070

Budget Period: **7/1/06-6/30/07**

Effective Date:

Effective Date:

Line No.	Position Title	Amount Budgeted	Budget Change	Budget Change	TOTAL BUDGET
1	PERSONNEL				
2	Job Development Specialist II/III	\$93,251.00			\$93,251.00
3	Placement Program Supervisor	\$13,571.00			\$13,571.00
4	Vocational Specialist II/III	\$104,078.00			\$104,078.00
5	Vocational Program Supervisor	\$14,268.00			\$14,268.00
6	Office Assistant	\$6,345.00			\$6,345.00
7					
8					
9					
10					
11					
12					
13					
14	OPERATING				
	Subtotal	\$231,513.00			\$231,513.00
15	Transportation	\$3,600.00			\$3,600.00
16	Communication	\$2,106.00			\$2,106.00
17	Rent Occupancy	\$6,515.00			\$6,515.00
18	Facilities Maintenance	\$4,212.00			\$4,212.00
19					
20					
21					
22					
23					
24	Subtotal Personnel & Operating Costs:	\$16,433.00			\$16,433.00
		\$247,946.00			
25	INDIRECT COST @ 15%	\$37,191.90			\$37,191.90
	TOTALS	\$285,138			\$285,138

Indirect costs are allowable costs, incurred by an organization, which support the activities of a program or contract, but are not directly assigned to the specific program or contract and are allocated to the program or contract using a method in compliance with Office of Management and Budget (OMB) circulars. The allocation method must be fully explained in the contract budget narrative and must be supported by actual costs incurred and paid by the organization. The allocation of indirect costs cannot be based on an arbitrary rate.

SERVICE BUDGET NARRATIVE San Mateo County VRS - HSA

PERSONNEL

FTE are based on a 40 hour work week

Job Development Specialist II/III : 88.24% of 1 FTE (1 FTE = 40 hrs per week)

DOR contract duties:

Under direction and supervision of the Placement Program Supervisor, this position provides the following intensive services to DOR clients meeting the target population of CALWORKS, County HIV/AIDS program, General Assistance Program, Peninsula Works (One Stop Center), County Alcohol/Substance Programs, or DOR clients with psychiatric disabilities who are not receiving services from San Mateo County Mental Health. Will provide Employment Services, which include; develop job leads, arrange interviews, assist with applications and resume, instruct the DOR client on appropriate attire and grooming, assist the DOR client with cold calls, directs employer contact, teach job seeking skills, and/ or explore job readiness and motivation for DOR clients. Job Development Specialists recruit potential employers, assist with reasonable job accommodations, conduct on site job analysis, and provide brief follow-up services.

Placement Program Supervisor 10.714% of 1 FTE (1 FTE = 40 hrs per week)

DOR contract duties:

Under direction and supervision of the Central Region Program Manager duties include: training, supervision, and evaluation of job development specialists providing intensive Employment Services to contract DOR clients, to include job development, job placement and brief follow up services. Manages and reviews case load distribution of DOR client cases, prepares and analyzes statistical data relating to the DOR contract.

Vocational Specialist II/III : 83.433% of 1 FTE (1 FTE = 40 hrs per week)

DOR contract duties:

Under the DOR Cooperative Contract, duties include provision of Vocational Assessment. Works closely with the DOR counselor and keeps records on DOR clients. Participates in Cooperative meetings.

Vocational Program Supervisor: 10.492% of 1 FTE (1 FTE = 40 hrs per week)

DOR contract duties:

Under direction and supervision of the Central Region Program Manager duties include: training, supervision, and evaluation of vocational specialists providing intensive Vocational Assessment, Employment Services to DOR clients from intake through successful rehabilitation, manage and review case load distribution of DOR client cases, prepare and analyze statistical data relating to the DOR contract.

Office Assistant: 7.377% of 1 FTE (1 FTE= 40 hrs per week)

DOR contract duties:

Under direction and supervision of the Vocational Program Supervisor, duties include clerical support to the Vocational Specialists and Job Development Specialists providing VR services under this contract. This may include performing case correspondence, organizing and maintaining files, processing management information service functions for DOR client cases, as well as statistical recording for the DOR contract for the Placement and Vocational Program Supervisors.

OPERATING EXPENSES

Transportation – Mileage reimbursement for the Job Development Specialist & Vocational Specialist to provide services to DOR clients

Communication – Includes telephone, cell phone and internet service for 2.34 FTE x \$75/mo x 12 months = \$2106

Rent Occupancy –

Office cubicle space for 2.10 x 93.5 sq.ft. = 196

Supervisory office space for .24 x 120 sq.ft. = 29

Meeting space (20% of 400 sq. ft) = 80

Total square feet 305

305 square feet @ 1.78 per square foot for 12 months = \$6,515

Facilities maintenance – consists of janitorial service that is separate from rent costs - 2.34 FTE x \$150/mo x 12 months = \$4,212

INDIRECT

Line 25: Indirect Cost/ Administrative Overhead: 15% represents the portion of direct program salaries and benefits against total salaries and benefits. This includes management and fiscal support. 15% is then applied to that portion of staff salaries and benefits providing services to DOR clients, as well as Operating Expenses of Transportation, Communication, Rent and Facilities maintenance
.15 X \$247,946 (subtotal Line 24) = \$37,191

EXHIBIT E

I. CONTRACT MONITORING AND REPORTING

The Program Contract Administrator shall monitor the contract by:

- ◆ Submitting DOR 801B, CAS 170AA and listing of clients received services during the month of invoice.
- ◆ Submitting Personnel Activity Reports or time allocation documents requested by DOR Contract Administrator
- ◆ Including a monthly progress report for each client served during month of invoice
- ◆ Meeting with DOR and contract agency staff, as well as clients, family members, caregivers, or other individuals acting as part of an individual's support system. Meeting quarterly with DOR staff assigned to this contract.
- ◆ Submitting monthly statistical reports on clients participating in the program. These will include referrals, enrollments, participation, and completion of services. The Employment Specialist is responsible for these calculations, as well as sending a copy of the monthly report to the DOR Rehabilitation Supervisor and DOR Contract Administrator.

- II. Transportation of DOR clients: Transportation will be provided to DOR clients receiving services under this contract.